

JOB OPPORTUNITY

Franchise Tax Board is an equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

☒ Permanent
Full-time

☐ Permanent
Intermittent

☐ Limited-term
(Temporary)
Length _____

☒ Formal Training
and Development
Assignment

Position Title: Program Support

Location: Central - Building II

Salary Range: \$2903-3201 Rge. A \$2993-3465 Rge. B

Classification: Programmer I

Section/Unit: Filing Systems Development Section

Number of Vacancies: One

Job Description: (includes typical duties)

Under the general direction of the DP Manager II, with a technical lead directing the work tasks. The incumbent will be responsible for all duties relative to the development, updating and maintenance of the Tandem entry and export programs for a variety of workloads processed through ICBS Manual Data Services. Work in conjunction with the Tandem COBOL program development staff to incorporate user subroutines in the entry programs. Conduct training with testing, procedures and training staff on all entry/export programs. Assist as needed, with troubleshooting key entry/export programs and procedure problems, and the coordination of the key entry user testing.

Required Knowledge, Skills, and Abilities:

- Strong analytical skills including the ability to analyze data, identify alternatives and support with valid conclusions.
- Strong communication skills, in both written and verbal form.
- Ability to pay close attention to detail and work under pressure.
- Ability to establish work schedules and priorities, yet maintain flexibility as priorities and schedules may change.
- Ability to work independently and be self motivated, in addition to working in harmony with a team.
- Strong customer service skills, including the ability to build and maintain good working relationships with business and technical staff.
- A willingness to provide the appropriate level of support to ICBS Manual Data Services.

Desirable Experience/Qualifications:

- Knowledge of the PC and working in a Windows environment, in addition to knowledge of Word and Excel.
- Logical reasoning skills.
- Knowledge of other departmental systems (TI, BETS, HRA, etc).
- Tandem system experience.
- Experience in the development of Tandem entry/export programs.
- Good sense of humor.
- Positive attitude.

Mail or hand deliver your application by: 5/25/01

Contact Person: Mel Uchida Telephone Number: (916) 845-5997

Address/Room Number: PO Box 550, Sacramento, CA 95812-0550, Attention: Exams

Special Instructions: Route to unit 710 MS F-265 Include both STD 678 and Resume.

To be considered for this Job Opportunity, applicants must have permanent civil service status, be reachable on an employment list or have reinstatement eligibility. Applications will be screened and only the most qualified applicants will be interviewed.

All applicants not currently employed with the Franchise Tax Board will be subject to a pre-employment background investigation. The investigation will consist of completion of a pre-employment questionnaire, fingerprinting, and an inquiry to the Department of Justice to disclose criminal records.

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

Franchise Tax Board's TDD telephone number is (800) 822-6268.

The California Relay Service telephone numbers are: (from TDD Phone) (800) 735-2929; (from Voice Phone) (800) 735-2922.